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STATE OF CALIFORNIA - OFFICE OF STATE PUBLISHING
PUBLISHING ORDER
07/01 (REV. 2006)

1. MASS MAIL SERVICES REQUIRED ☐ 2. MATERIAL DUE MASS MAIL 3. DATE WANTED 4. AGENCY REQUEST # 5. AGENCY BILLING CODE 6. OSP JOB NUMBER

7. AGENCY NAME 8. IMS CODE 9. COST QUOTE 10. ESTIMATE NUMBER 11. QUOTED BY 12. AMOUNT ENCUMBERED

13. PERSON ISSUING ORDER 14. TELEPHONE 15. DATE TYPED 16. CHAPTER 17. STATUTE 18. FISCAL YR. 19. LINE ITEM CODE / CALSTARS CODE 20. SIGNATURE AUTHORIZING EXPENDITURE

21. SHIPPING ADDRESS (FOR MASS MAIL RESIDUE, SEE BOXES 54 AND 55) 22. COMPOSITION REQUIRED ☐ YES ☐ NO 23. PROOF REQUIRED ☐ YES ☐ NO 24. DISK I.D. (if provided) 25. APPROVED BY

26. INK TO / PROOFER'S NAME 27. TELEPHONE 28. FAX 29. QUANTITY (Finished product) (Also see Box 56, LDA)

30. LAST JOB NUMBER (Attach 2 copies of latest printed materials) 31. QUANTITY (Finished product) (Also see Box 56, LDA) 32. No. of ORIGINALS

33. SPECIAL SHIPPING INSTRUCTIONS ☐ DELIVER ☐ CALL ☐ PICKUP ☐ SEE ATTACHMENT 34. CONTAINS PAID ADVERTISING ☐ YES ☐ NO 35. PRINT ☐ ONE SIDED ☐ TWO SIDED ☐ HEAD / HEAD ☐ HEAD / FOOT

36. RETURN ORIGINALS TO: 37. PUBLICATIONS 38. COVER PAPER / INK 39. ADDRESSING/MASS MAIL SERVICES
FURNISH MAIL LIST UPDATES AT LEAST FIVE WORKING DAYS BEFORE MASS MAILING DATE.
☐ 56. LDA (see back) (Also see box 31)

40. FORMS ☐ UNIT SET ☐ CONTINUOUS 41. 56. SIZE (Width First) 42. BINDING ☐ PERFECT BIND ☐ LOOSE LEAF SLIPSHEET ☐ PASTED SPINE

43. 57. FORMS PROCESSED BY: ☐ TYPEWRITER ☐ AUTOMATED 44. 58. END TO SITE & LOCATION 45. 59. No. OF PARTS 46. 60. SIDE STITCH ☐ 1 STITCH ☐ 2 STITCH

47. STOCK WT COLOR INK 48. LASER PRINTER COMPATIBLE INK 49. CARBON ☐ NCR 50. FINISHING ☐ PERFECT BIND ☐ LOOSE LEAF SLIPSHEET ☐ PASTED SPINE

51. SIDE STITCH (Indicate 1 or 2 stitches) 52. IF JOB REQUIRES FOLDING, SUPPLY FOLDED SAMPLE 53. TYPE OF LABEL ☐ No. 10s ☐ P/S LABELS

54. PUNCH - No. of Holes 55. PACKAGE ☐ TIE ☐ SHRINK WRAP 56. TYPE OF LABEL ☐ No. 95s ☐ 4-UP LABELS

57. PUNCH POSITION ☐ L ☐ R ☐ Y ☐ B 58. SAND UNITS PER Pkg. 59. CARDS ☐ ON MATERIAL

60. CRIMP ☐ L ☐ R ☐ GLUE ☐ L ☐ R ☐ PARTS ☐ ALL, or 61. RELEASED BY MASS MAIL. RELEASE DATE

62. PUNCH CENTER TO CENTER ☐ 2 3/4" ☐ 4 1/4" ☐ OTHER 63. 64. RESIDUE ☐ WILL CALL ☐ UPS ☐ REGULAR MAIL ☐ DELIVER ☐ IMS ☐ RECYCLE

65. 66. RESIDUE DELIVERY ADDRESS 67. See Attached for additional Mailing Instructions

47. JOB TITLE / SPECIAL INSTRUCTIONS (Title, Form No. & Revision Date or Revision No.) ☐ Specification Sheet Attached If this is a legal deadline, provide Legislation Code

1 of 2

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